

July 2, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center, Conference Rm. 1

3 Primrose Street, Newtown, CT

NDCT met at 9:00 am. Present were Mary Jane McNamara, Lea Embree, Ann Benore, Tom Kelleher, and Elizabeth Rallo.

Reviewed prior meeting Action items:

- . Group discussed general process for finalizing the few allocations that remain.
- . Keith experienced difficulty allocating in AidMatrix and asked that we confirm his problem. Elizabeth confirmed and e-mailed Kathy to contact AidMatrix re problem.
- . There are still a number of BOE items to be allocated.

Reviewed/Allocated Donations existing in queue:

- . Ann will allocate two additional Social Services items.
- . Mary Jane mentioned three similar donations (No's: 29049, 29087, and 29480). The first will be assigned to cart, the second to families. The third has already been accepted.
- . Once AidMatrix confirms "Memorial" recipient, we can allocate those.
- .

Summarized New Action Items:

- . Elizabeth to send cover letter and repeat copy of training manual to Dept. Heads.
- . Lea will write to artist who has mailed portraits and is requesting a release form. She will also post minutes and agenda for next meeting.

Next meeting set for July 9, 2013 at 9:30 - 11:00 am at the Municipal Center, Meeting Room 1.

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of The First Selectman at 270-4201 at least 48 hours prior to the meeting.